Name of the Bundle	Office Productivity Bundle V1	**Subject**	Fundamentals of Computer & MS Word
Topic	Introduction to MS Word	**Last updated on**	05 October 2026

1. 3. What is Microsoft Word?
    a. Word processing software
    b. Spreadsheet software
    c. Presentation software
    d. Database software

Ans: a. Word processing software

Explanation: Microsoft Word is a word processor that allows users to create, edit, and format text documents easily for personal, academic, or professional use.

2. Who developed the first version of MS Word?
    a. Bill Gates
    b. Charles Simonyi and Richard Brodie
    c. Steve Jobs
    d. Larry Page

Ans: b. Charles Simonyi and Richard Brodie

Explanation: The first version of MS Word was designed by Charles Simonyi and Richard Brodie for Microsoft in 1983 to help users type and manage documents digitally.

3. When was the first Windows version of MS Word released?
    a. 1983
    b. 1987
    c. 1989
    d. 1991

Ans: c. 1989

Explanation: Microsoft introduced the first Windows-based version of Word in 1989, making document creation easier with a user-friendly graphical interface.

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4. Which version of Word is part of Office 365?
    a. Word 2007
    b. Word 2013
    c. Word 2016
    d. Word 2019

Ans: d. Word 2019

Explanation: Word 2019 is included in the Office 365 suite, offering regular updates and cloud storage features for document creation and sharing.

5. What is the latest perpetual version of Word as of 2024?
    a. Word 2016
    b. Word 2019
    c. Word 2021
    d. Word 2024

Ans: d. Word 2024

Explanation: a. Word 2024 is Microsoft's latest standalone version that provides the newest features without requiring a subscription to Microsoft 365.

6. What is the primary use of MS Word?
    a. Listening to music
    b. Browsing the internet
    c. Creating text documents
    d. Playing games

Ans: c. Creating text documents

Explanation: MS Word is mainly used to type letters, reports, resumes, and other written materials, with tools for formatting and editing text.

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7. Which option helps to open a new document in MS Word?
    a. File → Save
    b. File → New
    c. File → Exit
    d. File → Print

Ans: b. File → New

Explanation: The "File → New" command lets users start a blank document to create new content without affecting existing files.

8. The shortcut key to create a new document is:
    a. Ctrl + O
    b. Ctrl + S
    c. Ctrl + N
    d. Ctrl + P

Ans: c. Ctrl + N

Explanation: Pressing Ctrl + N quickly opens a new blank document, helping users begin fresh work instantly.

9. The shortcut to open an existing document is:
    a. Ctrl + S
    b. Ctrl + C
    c. Ctrl + A
    d. Ctrl + O

Ans: d. Ctrl + O

Explanation: Ctrl + O opens a saved file, allowing users to access and edit previously created Word documents.

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10. Which shortcut is used to save a document?
    a. Ctrl + X
    b. Ctrl + S
    c. Ctrl + Z
    d. Ctrl + P

Ans: b. Ctrl + S

Explanation: The Ctrl + S command saves the current document to memory, preventing loss of work in case of system errors or shutdowns.

11. The "Save As" option allows you to:
    a. Exit Word
    b. Print the document
    c. Save the document with a new name
    d. Undo an action

Ans: c. Save the document with a new name

Explanation: "Save As" helps store the same document with a new name or file type, useful for making separate versions of your work.

12. To close a document, use the shortcut:
    a. Ctrl + W
    b. Ctrl + A
    c. Ctrl + Z
    d. Ctrl + X

Ans: a. Ctrl + W

Explanation: Ctrl + W closes the active document window while keeping Microsoft Word itself open for further use.

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13. Which command removes text or an image from one place to another?
    a. Copy
    b. Paste
    c. Cut
    d. Select All

Ans: c. Cut

Explanation: The Cut command removes the selected text or picture and places it on the clipboard to be pasted elsewhere.

14. The shortcut for copying text is:
    a. Ctrl + V
    b. Ctrl + C
    c. Ctrl + X
    d. Ctrl + A

Ans: b. Ctrl + C

Explanation: Pressing Ctrl + C copies the selected text or image, creating an identical version without removing the original.

15. The shortcut for pasting text is:
    a. Ctrl + X
    b. Ctrl + C
    c. Ctrl + Z
    d. Ctrl + V

Ans: d. Ctrl + V

Explanation: Ctrl + V pastes content that was copied or cut, placing it at the location of the cursor in the document.

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16. Which shortcut selects all text in a Word document?
    a. Ctrl + E
    b. Ctrl + A
    c. Ctrl + B
    d. Ctrl + Z

Ans: b. Ctrl + A

Explanation: The Ctrl + A shortcut highlights every element in the document, including text, images, and tables.

17. Which feature finds a particular word or phrase?
    a. Find
    b. Copy
    c. Replace
    d. Clear

Ans: a. Find

Explanation: The Find feature allows users to quickly search and locate specific words or phrases throughout the document.

18. The shortcut key for Find is:
    a. Ctrl + G
    b. Ctrl + A
    c. Ctrl + F
    d. Ctrl + L

Ans: c. Ctrl + F

Explanation: Ctrl + F opens the navigation pane or Find box, making it easy to locate words without manually scrolling.

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19. Which feature helps change one word to another automatically?
    a. Delete
    b. Insert
    c. Replace
    d. Format

Ans: c. Replace

Explanation: The Replace tool helps users substitute one word or phrase with another, saving time when editing large documents.

20. The shortcut key for Replace is:
    a. Ctrl + H
    b. Ctrl + P
    c. Ctrl + F
    d. Ctrl + Z

Ans: a. Ctrl + H

Explanation: Ctrl + H opens the "Find and Replace" dialog box, allowing users to update text across the entire file.

21. What is the shortcut key to open the Save As dialog box?
    a. Ctrl + S
    b. Ctrl + O
    c. Ctrl + P
    d. F12

Ans: d. F12

Explanation: Pressing F12 instantly opens the Save As window, allowing users to rename or store files in a new folder.

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22. Which shortcut helps you undo your last action?

a. Ctrl + Z
b. Ctrl + Y
c. Ctrl + W
d. Ctrl + F

Ans: a. Ctrl + Z

Explanation: The Ctrl + Z command reverses the most recent action, such as accidental deletions or formatting errors.

23. The shortcut for Redo is

a. Ctrl + Z
b. Ctrl + F
c. Ctrl + Y
d. Ctrl + C

Ans: c. Ctrl + Y

Explanation: Ctrl + Y repeats the previous undone action, saving time when reapplying an editing change.